

Transportation Technician Skill Based Pay Tracking System

User Training Manual

January 2005



**Engineering Applications Development Group
Information Technology
North Carolina Department of Transportation**

Table of Contents

| | |
|---|---|
| • Logging into the Transportation Technician SBP | 3 |
| • Add Employee | 4 |
| • Edit Employee | 6 |
| • Deactivate Employee | 7 |
| • Activate Employee | 8 |
| • Edit Skills | 9 |

Logging into the Transportation Technician SBP.

Step 1. Look for the Transportation Technician SBP icon.



Step 2. Left-double mouse click on the icon.

Step 3. Wait for TTSBP to load on your desktop and look for the Login Box.

Step 4. Enter your NCDOT Netscape Email User ID and Password in the Login Box.

Step 5. You will see the Employee screen showing the transportation technician personnel that your role is allowed to view.

| Last Name | First Name | Middle Name | Personnel No. | County | Fund | Title |
|------------|------------|-------------|---------------|-----------|------|------------------------|
| ABUYA | MICHAEL | R | 1509996 | WAKE | 1068 | TRANS TECH SUPERVISOR |
| ADMASU | GETANEH | | 1513151 | WAKE | 0664 | UNDERWATER BRIDGE II |
| ANDERSON | NEIL | S | 1599993 | CLEVELAND | 0235 | BRIDGE MAINT INSPECTOR |
| ASKEW | DOUGLAS | J | 1507158 | PITT | 0673 | TRANSPORTATION TECH |
| BEAUREGARD | RACHELLE | | 1513352 | WAKE | 1706 | TRANS TECH SUPERVISOR |
| BLACK | MARIAN | C | 1599994 | SAMPSON | 0191 | TECHNICAL TRAINER II |
| BRYANT | ROCKNE | A | 1512954 | WAKE | 0697 | TRANSPORTATION TECH |
| BULLOCK | SHANNON | H | 1508496 | WAKE | 0042 | TRANSPORTATION TECH |
| CARTER | KYLE | A | 1599996 | CAMDEN | 0140 | TRANSP DATA COLLECTOR |

35 Active Employees.

Add Employee

Step 1. Select **Actions** → **Add Employee** in the Main Screen.

| Last Name | First Name | Middle Initial | Personnel No. | County | Fund | Title |
|------------|------------|----------------|---------------|-----------|------|------------------------|
| ABUYA | | | 1509996 | WAKE | 1068 | TRANS TECH SUPERVISOR |
| ADMASU | | | 1513151 | WAKE | 0664 | UNDERWATER BRIDGE INSP |
| ANDERSON | | | 1599993 | CLEVELAND | 0235 | BRIDGE MAINT INSPECTOR |
| ASKEW | | | 1507158 | PITT | 0673 | TRANSPORTATION TECHNIC |
| BEAUREGARD | | | 1513352 | WAKE | 1706 | TRANS TECH SUPERVISOR |
| BLACK | MARIAN | C | 1599994 | SAMPSON | 0191 | TECHNICAL TRAINER II |
| BRYANT | ROCKNE | A | 1512954 | WAKE | 0697 | TRANSPORTATION TECHNIC |
| BULLOCK | SHANNON | H | 1508496 | WAKE | 0042 | TRANSPORTATION TECHNIC |
| CARTER | KYLE | A | 1599996 | CAMDEN | 0140 | TRANSP DATA COLLECTOR |

35 Active Employees.

Step 2. Enter the employee's SAP (personnel) identification number in the prompt.

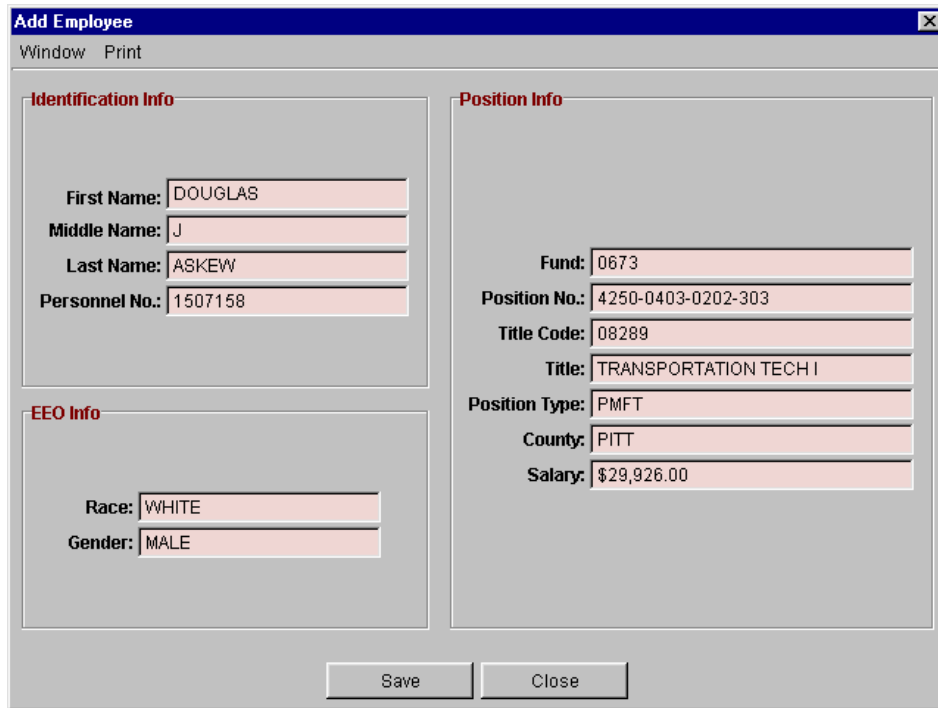
Add New Employee

Please Enter SAP ID

SAP ID :

Accept Cancel

Step 3. If the employee's personnel information is available, you will see the Add Employee screen with the personnel information already entered. Add any additional information and press the **Save Employee** button when finished.



The 'Add Employee' window is divided into three sections: Identification Info, EEO Info, and Position Info. The Identification Info section contains fields for First Name (DOUGLAS), Middle Name (J), Last Name (ASKEW), and Personnel No. (1507158). The EEO Info section contains fields for Race (WHITE) and Gender (MALE). The Position Info section contains fields for Fund (0673), Position No. (4250-0403-0202-303), Title Code (08289), Title (TRANSPORTATION TECH I), Position Type (PMFT), County (PITT), and Salary (\$29,926.00). At the bottom of the window are 'Save' and 'Close' buttons.

| Section | Field | Value |
|---------------------|---------------|-----------------------|
| Identification Info | First Name | DOUGLAS |
| | Middle Name | J |
| | Last Name | ASKEW |
| | Personnel No. | 1507158 |
| EEO Info | Race | WHITE |
| | Gender | MALE |
| Position Info | Fund | 0673 |
| | Position No. | 4250-0403-0202-303 |
| | Title Code | 08289 |
| | Title | TRANSPORTATION TECH I |
| | Position Type | PMFT |
| | County | PITT |
| | Salary | \$29,926.00 |

Step 4. If the employee's personnel information is not available, you will see a warning and the employee will not be able to be added at this time.



Edit Employee

Step 1. Select the employee to edit in the main screen, then select **Actions** → **Edit Employee** in the Main Screen.

| Last Name | First Name | Middle Initial | Personnel No. | County | Fund | Title |
|------------|------------|----------------|---------------|-----------|------|------------------------|
| ABUYA | | | 1509996 | WAKE | 1068 | TRANS TECH SUPERVISOR |
| ADMASU | | | 1513151 | WAKE | 0664 | UNDERWATER BRIDGE II |
| ANDERSON | | | 1599993 | CLEVELAND | 0235 | BRIDGE MAINT INSPECTOR |
| ASKEW | | | 1507158 | PITT | 0673 | TRANSPORTATION TECH |
| BEAUREGARD | | | 1513352 | WAKE | 1706 | TRANS TECH SUPERVISOR |
| BLACK | MARIAN | C | 1599994 | SAMPSON | 0191 | TECHNICAL TRAINER II |
| BRYANT | ROCKNE | A | 1512954 | WAKE | 0697 | TRANSPORTATION TECH |
| BULLOCK | SHANNON | H | 1508496 | WAKE | 0042 | TRANSPORTATION TECH |
| CARTER | KYLE | A | 1599996 | CAMDEN | 0140 | TRANSP DATA COLLECTOR |
| COWELL | JOHNNIE | D | 1588888 | CRAVEN | 0737 | UNDERWATER BRIDGE II |
| DIXON | LAWRENCE | C | 1599995 | SAMPSON | 0180 | TRANSP DATA COLLECTOR |
| DONALDSON | LORI | K | 1517111 | WAKE | 1068 | TRANS TECH SUPERVISOR |

35 Active Employees.

Step 2. Edit the employee data in the Edit Employee screen and press the **Save Employee** button when finished. Note: Personnel information fields are locked and cannot be edited from this system. Please contact your System Administrator regarding editing locked fields.

Identification Info

First Name: SHANNON
 Middle Name: H
 Last Name: BULLOCK
 Personnel No.: 1508496

EEO Info

Race: WHITE
 Gender: FEMALE

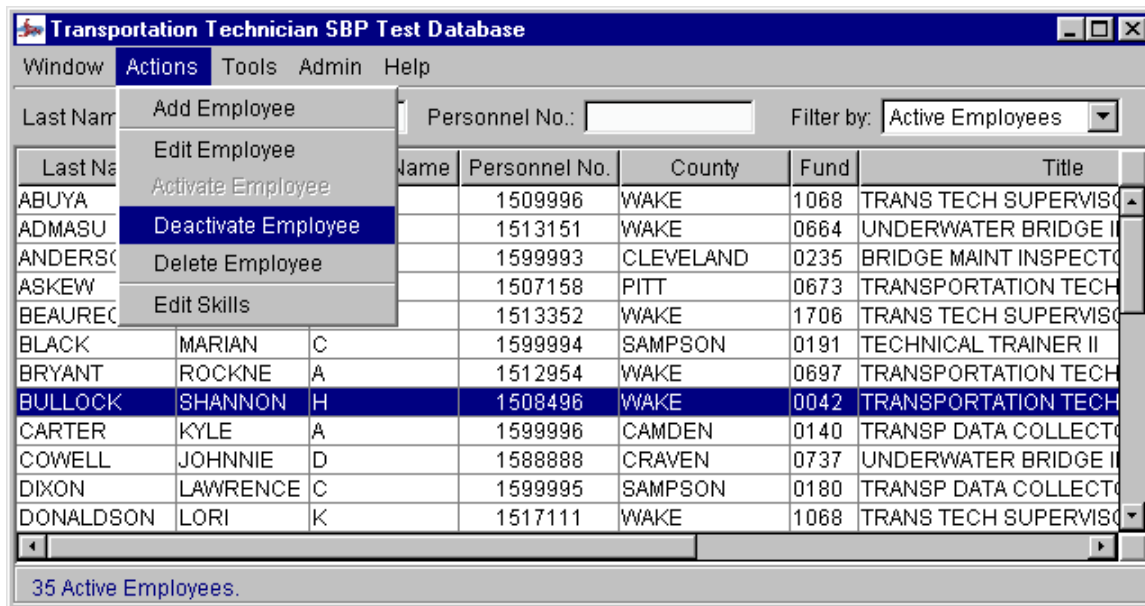
Position Info

Fund: 0042
 Position No.: 4240-0100-0000-011
 Title Code: 08293
 Title: TRANSPORTATION TECH IV
 Position Type: PMFT
 County: WAKE
 Salary: \$23,997.00

Save Save Employee

Deactivate Employee

Step 1. Select the employee to deactivate in the main screen, then select **Actions → Deactivate Employee** in the Main Screen.



This will archive the employee record without deleting it from the database.

Activate Employee

Step 1. Be sure to set the “Filter By” option to view “Inactive Employees” in the Main screen. This shows all inactive employees.

Transportation Technician SBP Test Database

Window Actions Tools Admin Help

Last Name: Personnel No.: Filter by: Active Employees

| Last Name | First Name | Middle Name | Personnel No. | County | Fund | Title |
|------------|------------|-------------|---------------|-----------|------|-----------------------|
| ABUYA | MICHAEL | R | 1509996 | WAKE | 1068 | TRANS TECH SUPERVISOR |
| ADMASU | GETANEH | | 1513151 | WAKE | 0664 | UNDERWATER BRIDGE I |
| ANDERSON | NEIL | S | 1599993 | CLEVELAND | 0235 | BRIDGE MAINT INSPECTO |
| ASKEW | DOUGLAS | J | 1507158 | PITT | 0673 | TRANSPORTATION TECH |
| BEAUREGARD | RACHELLE | | 1513352 | WAKE | 1706 | TRANS TECH SUPERVISO |
| BLACK | MARIAN | C | 1599994 | SAMPSON | 0191 | TECHNICAL TRAINER II |
| BRYANT | ROCKNE | A | 1512954 | WAKE | 0697 | TRANSPORTATION TECH |
| BULLOCK | SHANNON | H | 1508496 | WAKE | 0042 | TRANSPORTATION TECH |
| CARTER | KYLE | A | 1599996 | CAMDEN | 0140 | TRANSP DATA COLLECTO |
| COWELL | JOHNNIE | D | 1588888 | CRAVEN | 0737 | UNDERWATER BRIDGE I |
| DIXON | LAWRENCE | C | 1599995 | SAMPSON | 0180 | TRANSP DATA COLLECTO |
| DONALDSON | LORI | K | 1517111 | WAKE | 1068 | TRANS TECH SUPERVISO |

35 Active Employees.

Step 2. Select the employee to activate in the main screen, then select **Actions → Activate Employee** in the Main Screen.

Transportation Technician SBP Test Database

Window **Actions** Tools Admin Help

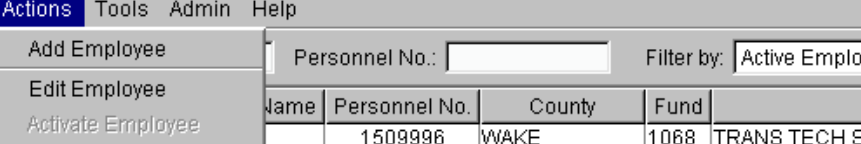
Last Name: Personnel No.: Filter by: Inactive Employees

| Last Name | First Name | Middle Name | Personnel No. | County | Fund | Title |
|-----------|------------|-------------|---------------|-----------|------|---------------------------|
| BARRYMC | | | 1511163 | VANCE | 7900 | TRANSPORTATION WORKER |
| HIGGINS | | | 1511111 | WAKE | 0984 | LAW ENFORCEMENT OFFICER I |
| KIM | | | 1598999 | HOKE | 0724 | TRANSPORTATION SVCS ASST. |
| SIMPSON | | | 1511167 | HENDERSON | 7902 | TRANSPORTATION WORKER |
| THICK | | | 1511165 | GASTON | 7901 | TRANSPORTATION WORKER |

5 Inactive Employees.

Edit Skills

Step 1. Select the employee in the Main screen, to add, edit, or delete a skill. Then select **Actions → Edit Skills** in the Main Screen.



Transportation Technician SBP Test Database

Window Actions Tools Admin Help

Last Name: Add Employee Personnel No.: Filter by: Active Employees

| Last Name | First Name | Personnel No. | County | Fund | Title |
|------------|------------|---------------|-----------|------|-----------------------|
| ABUYA | | 1509996 | WAKE | 1068 | TRANS TECH SUPERVISOR |
| ADMASU | | 1513151 | WAKE | 0664 | UNDERWATER BRIDGE I |
| ANDERSON | | 1599993 | CLEVELAND | 0235 | BRIDGE MAINT INSPECTO |
| ASKEW | | 1507158 | PITT | 0673 | TRANSPORTATION TECH |
| BEAUREGARD | MARIAN | 1513352 | WAKE | 1706 | TRANS TECH SUPERVISOR |
| BLACK | | 1599994 | SAMPSON | 0191 | TECHNICAL TRAINER II |
| BRYANT | ROCKNE | 1512954 | WAKE | 0697 | TRANSPORTATION TECH |
| BULLOCK | SHANNON | 1508496 | WAKE | 0042 | TRANSPORTATION TECH |
| CARTER | KYLE | 1599996 | CAMDEN | 0140 | TRANSP DATA COLLECTO |

35 Active Employees.

Step 2. This will invoke the Employee Skill screen.

| TRANSPORTATION TECH IV: BULLOCK, SHANNON H | | | | |
|--|-------------|-------------|------------|---|
| Window Print | | | | |
| Paths | Assignments | Performance | Allowance | |
| Skill Paths | | | | |
| Assigned | Path Name | Unit Code | Comp Level | |
| <input type="checkbox"/> | TT IV | DS | A1 | 4DS14A, 4DS14B, 4DS14C, 4DS14D, 4DS15A, 4DS15B, 4DS15C, 4DS15D, 4DS15E, 4DS15F, 4DS15G, 4DS15H, 4DS15I, 4DS15J, 4DS15K, 4DS15L, 4DS15M, 4DS15N, 4DS15O, 4DS15P, 4DS15Q, 4DS15R, 4DS15S, 4DS15T, 4DS15U, 4DS15V, 4DS15W, 4DS15X, 4DS15Y, 4DS15Z, 4DS16A, 4DS16B, 4DS16C, 4DS16D, 4DS16E, 4DS16F, 4DS16G, 4DS16H, 4DS16I, 4DS16J, 4DS16K, 4DS16L, 4DS16M, 4DS16N, 4DS16O, 4DS16P, 4DS16Q, 4DS16R, 4DS16S, 4DS16T, 4DS16U, 4DS16V, 4DS16W, 4DS16X, 4DS16Y, 4DS16Z, 4DS17A, 4DS17B, 4DS17C, 4DS17D, 4DS17E, 4DS17F, 4DS17G, 4DS17H, 4DS17I, 4DS17J, 4DS17K, 4DS17L, 4DS17M, 4DS17N, 4DS17O, 4DS17P, 4DS17Q, 4DS17R, 4DS17S, 4DS17T, 4DS17U, 4DS17V, 4DS17W, 4DS17X, 4DS17Y, 4DS17Z, 4DS18A, 4DS18B, 4DS18C, 4DS18D, 4DS18E, 4DS18F, 4DS18G, 4DS18H, 4DS18I, 4DS18J, 4DS18K, 4DS18L, 4DS18M, 4DS18N, 4DS18O, 4DS18P, 4DS18Q, 4DS18R, 4DS18S, 4DS18T, 4DS18U, 4DS18V, 4DS18W, 4DS18X, 4DS18Y, 4DS18Z, 4DS19A, 4DS19B, 4DS19C, 4DS19D, 4DS19E, 4DS19F, 4DS19G, 4DS19H, 4DS19I, 4DS19J, 4DS19K, 4DS19L, 4DS19M, 4DS19N, 4DS19O, 4DS19P, 4DS19Q, 4DS19R, 4DS19S, 4DS19T, 4DS19U, 4DS19V, 4DS19W, 4DS19X, 4DS19Y, 4DS19Z, 4DS20A, 4DS20B, 4DS20C, 4DS20D, 4DS20E, 4DS20F, 4DS20G, 4DS20H, 4DS20I, 4DS20J, 4DS20K, 4DS20L, 4DS20M, 4DS20N, 4DS20O, 4DS20P, 4DS20Q, 4DS20R, 4DS20S, 4DS20T, 4DS20U, 4DS20V, 4DS20W, 4DS20X, 4DS20Y, 4DS20Z, 4DS21A, 4DS21B, 4DS21C, 4DS21D, 4DS21E, 4DS21F, 4DS21G, 4DS21H, 4DS21I, 4DS21J, 4DS21K, 4DS21L, 4DS21M, 4DS21N, 4DS21O, 4DS21P, 4DS21Q, 4DS21R, 4DS21S, 4DS21T, 4DS21U, 4DS21V, 4DS21W, 4DS21X, 4DS21Y, 4DS21Z, 4DS22A, 4DS22B, 4DS22C, 4DS22D, 4DS22E, 4DS22F, 4DS22G, 4DS22H, 4DS22I, 4DS22J, 4DS22K, 4DS22L, 4DS22M, 4DS22N, 4DS22O, 4DS22P, 4DS22Q, 4DS22R, 4DS22S, 4DS22T, 4DS22U, 4DS22V, 4DS22W, 4DS22X, 4DS22Y, 4DS22Z, 4DS23A, 4DS23B, 4DS23C, 4DS23D, 4DS23E, 4DS23F, 4DS23G, 4DS23H, 4DS23I, 4DS23J, 4DS23K, 4DS23L, 4DS23M, 4DS23N, 4DS23O, 4DS23P, 4DS23Q, 4DS23R, 4DS23S, 4DS23T, 4DS23U, 4DS23V, 4DS23W, 4DS23X, 4DS23Y, 4DS23Z, 4DS24A, 4DS24B, 4DS24C, 4DS24D, 4DS24E, 4DS24F, 4DS24G, 4DS24H, 4DS24I, 4DS24J, 4DS24K, 4DS24L, 4DS24M, 4DS24N, 4DS24O, 4DS24P, 4DS24Q, 4DS24R, 4DS24S, 4DS24T, 4DS24U, 4DS24V, 4DS24W, 4DS24X, 4DS24Y, 4DS24Z, 4DS25A, 4DS25B, 4DS25C, 4DS25D, 4DS25E, 4DS25F, 4DS25G, 4DS25H, 4DS25I, 4DS25J, 4DS25K, 4DS25L, 4DS25M, 4DS25N, 4DS25O, 4DS25P, 4DS25Q, 4DS25R, 4DS25S, 4DS25T, 4DS25U, 4DS25V, 4DS25W, 4DS25X, 4DS25Y, 4DS25Z, 4DS26A, 4DS26B, 4DS26C, 4DS26D, 4DS26E, 4DS26F, 4DS26G, 4DS26H, 4DS26I, 4DS26J, 4DS26K, 4DS26L, 4DS26M, 4DS26N, 4DS26O, 4DS26P, 4DS26Q, 4DS26R, 4DS26S, 4DS26T, 4DS26U, 4DS26V, 4DS26W, 4DS26X, 4DS26Y, 4DS26Z, 4DS27A, 4DS27B, 4DS27C, 4DS27D, 4DS27E, 4DS27F, 4DS27G, 4DS27H, 4DS27I, 4DS27J, 4DS27K, 4DS27L, 4DS27M, 4DS27N, 4DS27O, 4DS27P, 4DS27Q, 4DS27R, 4DS27S, 4DS27T, 4DS27U, 4DS27V, 4DS27W, 4DS27X, 4DS27Y, 4DS27Z, 4DS28A, 4DS28B, 4DS28C, 4DS28D, 4DS28E, 4DS28F, 4DS28G, 4DS28H, 4DS28I, 4DS28J, 4DS28K, 4DS28L, 4DS28M, 4DS28N, 4DS28O, 4DS28P, 4DS28Q, 4DS28R, 4DS28S, 4DS28T, 4DS28U, 4DS28V, 4DS28W, 4DS28X, 4DS28Y, 4DS28Z, 4DS29A, 4DS29B, 4DS29C, 4DS29D, 4DS29E, 4DS29F, 4DS29G, 4DS29H, 4DS29I, 4DS29J, 4DS29K, 4DS29L, 4DS29M, 4DS29N, 4DS29O, 4DS29P, 4DS29Q, 4DS29R, 4DS29S, 4DS29T, 4DS29U, 4DS29V, 4DS29W, 4DS29X, 4DS29Y, 4DS29Z, 4DS30A, 4DS30B, 4DS30C, 4DS30D, 4DS30E, 4DS30F, 4DS30G, 4DS30H, 4DS30I, 4DS30J, 4DS30K, 4DS30L, 4DS30M, 4DS30N, 4DS30O, 4DS30P, 4DS30Q, 4DS30R, 4DS30S, 4DS30T, 4DS30U, 4DS30V, 4DS30W, 4DS30X, 4DS30Y, 4DS30Z, 4DS31A, 4DS31B, 4DS31C, 4DS31D, 4DS31E, 4DS31F, 4DS31G, 4DS31H, 4DS31I, 4DS31J, 4DS31K, 4DS31L, 4DS31M, 4DS31N, 4DS31O, 4DS31P, 4DS31Q, 4DS31R, 4DS31S, 4DS31T, 4DS31U, 4DS31V, 4DS31W, 4DS31X, 4DS31Y, 4DS31Z, 4DS32A, 4DS32B, 4DS32C, 4DS32D, 4DS32E, 4DS32F, 4DS32G, 4DS32H, 4DS32I, 4DS32J, 4DS32K, 4DS32L, 4DS32M, 4DS32N, 4DS32O, 4DS32P, 4DS32Q, 4DS32R, 4DS32S, 4DS32T, 4DS32U, 4DS32V, 4DS32W, 4DS32X, 4DS32Y, 4DS32Z, 4DS33A, 4DS33B, 4DS33C, 4DS33D, 4DS33E, 4DS33F, 4DS33G, 4DS33H, 4DS33I, 4DS33J, 4DS33K, 4DS33L, 4DS33M, 4DS33N, 4DS33O, 4DS33P, 4DS33Q, 4DS33R, 4DS33S, 4DS33T, 4DS33U, 4DS33V, 4DS33W, 4DS33X, 4DS33Y, 4DS33Z, 4DS34A, 4DS34B, 4DS34C, 4DS34D, 4DS34E, 4DS34F, 4DS34G, 4DS34H, 4DS34I, 4DS34J, 4DS34K, 4DS34L, 4DS34M, 4DS34N, 4DS34O, 4DS34P, 4DS34Q, 4DS34R, 4DS34S, 4DS34T, 4DS34U, 4DS34V, 4DS34W, 4DS34X, 4DS34Y, 4DS34Z, 4DS35A, 4DS35B, 4DS35C, 4DS35D, 4DS35E, 4DS35F, 4DS35G, 4DS35H, 4DS35I, 4DS35J, 4DS35K, 4DS35L, 4DS35M, 4DS35N, 4DS35O, 4DS35P, 4DS35Q, 4DS35R, 4DS35S, 4DS35T, 4DS35U, 4DS35V, 4DS35W, 4DS35X, 4DS35Y, 4DS35Z, 4DS36A, 4DS36 |

Step 3. To Assign or Change a skill Path for the employee use the **Paths** view. Right click in the appropriate box under the “Assigned” heading, then select **Update**.

TRANSPORTATION TECH IV: BULLOCK, SHANNON H

Window Print

Paths Assignments Performance Allowance

Skill Paths

| Assigned | Path Name | Unit Code | Comp Level | |
|-------------------------------------|-----------|-----------|------------|--|
| <input type="checkbox"/> | TT IV | DS | A1 | 4DS14A, 4DS14B, 4DS14C, 4DS14D, 4DS15A, 4DS15B, 4 |
| <input checked="" type="checkbox"/> | TT IV | DS | A1 | 4DS18A, 4DS18B, 4DS18C, 4DS19B, 4DS19C |
| <input type="checkbox"/> | TT IV | DS | A1 | 4DS1A, 4DS1B, 4DS1C, 4DS2A, 4DS2B, 4DS2C, 4DS3A, 4 |
| <input type="checkbox"/> | TT IV | DS | A1 | 4DS7A, 4DS7B, 4DS7C, 4DS7D, 4DS8A, 4DS8B, 4DS8C, |

To Assign Path: Select Path and Press Update. To Unassign Path: Press Clear.

Update Clear

Update Path Assignment

Step 4. To View, Add or Edit the completed Skills for the employee, first click on the tab titled **Assignments**. This screen shows all the skills acquired while employed with DOT.

TRANSPORTATION TECH IV: BULLOCK, SHANNON H

Window Print

Paths Assignments Performance Allowance

Current Assignments

| Skill | Date Entered | Date Awarded | Pct Time | Rank | |
|--------|--------------|--------------|----------|------|--|
| 4DS18A | 12-16-2004 | 12-16-2004 | 20GT | | ABILITY TO READ AND INTERPRET CATALOG CU |

Add Edit Delete

Step 4a. The Assignments view displays all the skills that the employee has completed – both core and add-on.

Step 4b. To Add a skill assignment, click on the Add button.

TRANSPORTATION TECH IV: BULLOCK, SHANNON H

Window Print

Paths Assignments Performance Allowance

Current Assignments

| Skill | Date Entered | Date Awarded | Pct Time | Rank | Description |
|--------|--------------|--------------|----------|------|--|
| 4DS18A | 12-16-2004 | 12-16-2004 | 20GT | | ABILITY TO READ AND INTERPRET CATALOG CU |

Add Edit Delete

Add Assignment

The following screen will pop up. This screen lists all the available skills. Select the appropriate skill. Verify the dates entered by the system. Check the appropriate choice for the percentage of time this skill takes in this employee's job. Click on the Add button.

Add Skill Assignment Dialog

Skill: [] Action Description: ADD

| Skill | Description |
|-------|---|
| 3BM1 | DRAFT GENERAL DRAWING SHEETS FOR CONSTRUCTION PLANS USING C |
| 3BM2 | DRAFT CORED SLAB SUPERSTRUCTURE PLAN SHEETS FOR CONSTRUCT |
| 3BM4 | DRAFT SUBSTRUCTURE PLANS FOR CONSTRUCTION PLANS USING CADD |
| 3BM5 | ASSEMBLE AND DRAFT CONCRETE BOX CULVERT PLAN SHEETS FOR CON |
| 3BM6 | CHECK CONSTRUCTION PLANS FOR ACCURACY COMPLETENESS ON STR |
| 4BM1 | DRAFT GENERAL DRAWING SHEETS FOR CONSTRUCTION PLANS USING C |
| 4BM2 | DRAFT CORED SLAB SUPERSTRUCTURE PLAN SHEETS FOR CONSTRUCT |
| 4BM3 | DD |
| 4BM4 | ASSEMBLE AND DRAFT CONCRETE BOX CULVERT PLAN SHEETS FOR CON |

Dates

Date Entered: []

Date Awarded: []

Percent of Time

☒ 20% Or Greater

☐ Less Than 20%

Notes

[]

Add Close

Step 4c. To **Edit** an **Assignment**, first select the **Skill** you wish to edit. Then click on the **Edit** button.

TRANSPORTATION TECH IV: BULLOCK, SHANNON H

Window Print

Paths Assignments Performance Allowance

Current Assignments

| Skill | Date Entered | Date Awarded | Pct Time | Rank |
|--------|--------------|--------------|----------|--|
| 4DS18A | 12-16-2004 | 12-16-2004 | 20GT | ABILITY TO READ AND INTERPRET CATALOG CU |

Add Edit Delete Edit Selected Assignment

This will bring up the information for the skill. You may edit the dates, the amount of time spent on the job, and add or edit notes to this skill. When finished, Press the **SAVE** button to save your edits.

Edit Skill Assignment Dialog

Name: 4DS18A Action: ADD

Dates

Date Entered: 12-16-2004

Date Awarded: 12-16-2004

Percent of Time

☒ 20% Or Greater

☐ Less Than 20%

Notes

Save Save Assignment

Then choose the **CLOSE** button to return to the Assignments view.

Edit Skill Assignment Dialog [X]

Name: 4DS18A

Action: ADD

Dates

Date Entered: 12-16-2004

Date Awarded: 12-16-2004

Percent of Time

☒ 20% Or Greater

☐ Less Than 20%

Notes

[Large empty text area for notes]

Save Close Close Dialog

Step 5. To view the **Performance** of an employee based on his skills, click on the **Performance** view.

| TRANSPORTATION TECH IV: BULLOCK, SHANNON H | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------|--|-------|-------------|--------|--------|------------|--------|--------|--------|--|--------|--------|--|--------|--------|--|--------|--------|--|---|--|-------|-------|--------|------|----------|
| Window Print | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paths | | Assignments | | Performance | | | | | | | | | | | | | | | | | | | | | | | |
| Allowance | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid gray; padding: 5px;"> <p style="margin: 0;">Core Performance</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Skill</th> <th style="width: 25%;">Value</th> <th style="width: 50%;">Met By</th> </tr> </thead> <tbody> <tr> <td>4DS18A</td> <td>\$2,583.60</td> <td>4DS18A</td> </tr> <tr> <td>4DS18B</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>4DS18C</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>4DS19B</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>4DS19C</td> <td>\$0.00</td> <td></td> </tr> </tbody> </table> </div> | | | Skill | Value | Met By | 4DS18A | \$2,583.60 | 4DS18A | 4DS18B | \$0.00 | | 4DS18C | \$0.00 | | 4DS19B | \$0.00 | | 4DS19C | \$0.00 | | <div style="border: 1px solid gray; padding: 5px;"> <p style="margin: 0;">Add-On Performance</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Skill</th> <th style="width: 25%;">Value</th> <th style="width: 25%;">Met By</th> <th style="width: 10%;">Rank</th> <th style="width: 15%;">Pct Time</th> </tr> </thead> <tbody> <!-- Empty table body --> </tbody> </table> </div> | | Skill | Value | Met By | Rank | Pct Time |
| Skill | Value | Met By | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4DS18A | \$2,583.60 | 4DS18A | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4DS18B | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4DS18C | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4DS19B | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4DS19C | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Skill | Value | Met By | Rank | Pct Time | | | | | | | | | | | | | | | | | | | | | | | |
| Min: \$30,582.00 Core: \$2,583.60 Mkt Ref: \$43,500.00 Cur Sal: \$23,997.00 | | Max: \$52,061.00 Add-On: \$0.00 Perform: \$2,583.60 Rec Sal: \$33,165.60 | | | | | | | | | | | | | | | | | | | | | | | | | |

This screen shows both the core skills required and the add-on (not in core) skills that the employee has completed. Dollar amounts are only given to completed core skills and to add-on skills that are completed in the current year and at a level consistent with the employee's level, and in the assigned area.

- The **Min** and **Max** fields show the salary range minimum and maximum, respectively.
- The **Core** field shows the dollar value of all core skills completed.
- The **Add-on** field shows the dollar value of non-core skills completed within the current year that are of the same level as the employee.
- The **Mkt Ref** field shows the market value associated with the position, as defined by the set of core skills.
- The **Perform** field shows the combination of the core skill values and the add-on skill values.
- The **Cur Sal** field displays the current salary for the given employee.
- The **Rec Sal** field displays the recommended salary for the employee. The recommended salary is calculated by taking the minimum salary for the position range and adding the performance to it.

Step 6. To view the **salary and allowance information** for an employee, click on the **Allowance** tab. This view displays:

- the Salary Actions Table for the employee;
- the Skill Allowance Information; and
- the Salary Data.

TRANSP DATA COLLECTOR I: HARVEY, STEVE

Window Print

Paths Assignments Performance Allowance

Salary Actions Table

| Effective Date | New Salary |
|----------------|-------------|
| 12-16-2003 | \$22,000.00 |
| 12-16-2004 | \$23,097.00 |

Salary Actions : 2 Rolling Period : 01-07-2004 To 01-07-2005 Rolling Salary : \$23,097.00

Skill Allowance Info

Rolling Date : 01-07-2005

SBP Salary : \$22,000.00

Skill Allowance : \$2,200.00

Balance : \$1,103.00

Overflow : \$0.00

Salary Data

Minimim : \$18,418.00

Reference : \$25,000.00

Maximim : \$33,562.00

Current : \$22,000.00

Recommended : \$19,515.00

Edit Rolling Date

The Salary Action Table lists salary events with their associated dates. Below the table is a summary line that displays the number of salary actions, the rolling period, and the rolling salary. A **rolling period** is any 12 month span during which time an employee can earn a maximum skill allowance (skill block awards and in-range adjustments) of 10% of the starting salary of that period. The **rolling salary** is the salary the employee earns at the end of a specific rolling period.

The Skill Allowance Information panel displays the Rolling Date, the SBP Salary, the Skill Allowance, the Balance of the skill allowance, and any Overflow that might exist. The **rolling date** is the end date of a given rolling period. The **SBP salary** is the salary earned at the beginning of a specific rolling period (calculated 12 months prior to the chosen rolling date). The **skill allowance** is an amount equal to 10% of the SBP salary. The **balance** of the skill allowance is equal to the skill allowance less any

skill blocks earned during the rolling period and less any in-range adjustments given during the rolling period. When an employee earns more money through skill block awards and in-range adjustments than the skill allowance permits, the difference is reflected as **overflow**. The balance of the skill allowance will always be \$0.00 when an overflow exists.

The Salary Data panel displays the minimum salary of the employee's salary range; the market reference salary for the position; the maximum salary of the employee's salary range; the employee's current salary; and the recommended salary for the employee. An employee's position and level determine the salary range (**minimum** and **maximum**). Industry standards are researched to determine the market **reference** salary. An employee's **current** salary is the amount he/she is making in the current time frame, regardless of whatever rolling period is being researched. The **recommended** salary is the combination of the minimum salary range plus the awarded skill block and in-range adjustment values.

To edit the rolling date, press the button at the bottom of the screen.

The screenshot shows a software window titled "TRANSP DATA COLLECTOR I: HARVEY, STEVE". It has a menu bar with "Window" and "Print". Below the menu bar are four tabs: "Paths", "Assignments", "Performance", and "Allowance". The "Allowance" tab is selected.

Under the "Allowance" tab, there is a section titled "Salary Actions Table" containing a table with two columns: "Effective Date" and "New Salary".

| Effective Date | New Salary |
|----------------|-------------|
| 12-16-2003 | \$22,000.00 |
| 12-16-2004 | \$23,097.00 |

Below the table, a status bar displays: "Salary Actions : 2", "Rolling Period : 01-07-2004 To 01-07-2005", and "Rolling Salary : \$23,097.00".

At the bottom of the window, there are two panels: "Skill Allowance Info" and "Salary Data".

Skill Allowance Info:


- Rolling Date : 01-07-2005
- SBP Salary : \$22,000.00
- Skill Allowance : \$2,200.00
- Balance : \$1,103.00
- Overflow : \$0.00

Salary Data:

- Minimum : \$18,418.00
- Reference : \$25,000.00
- Maximum : \$33,562.00
- Current : \$22,000.00
- Recommended : \$19,515.00

At the very bottom, there are two buttons: "Edit Rolling Date" (under the Skill Allowance Info panel) and "Edit Rolling Date" (under the Salary Data panel).

You will be prompted to enter a rolling date.



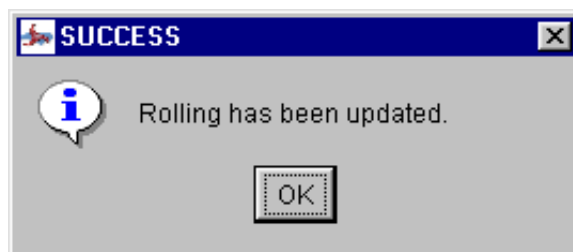
A dialog box titled "Get New Rolling Date" with a close button (X) in the top right corner. The main area contains the text "Please enter Rolling Date" in red. Below this is a text input field labeled "Rolling Date :" containing the date "01-07-2005". At the bottom are two buttons: "Accept" and "Cancel".

After selecting your rolling date, press the Accept button to save the date.



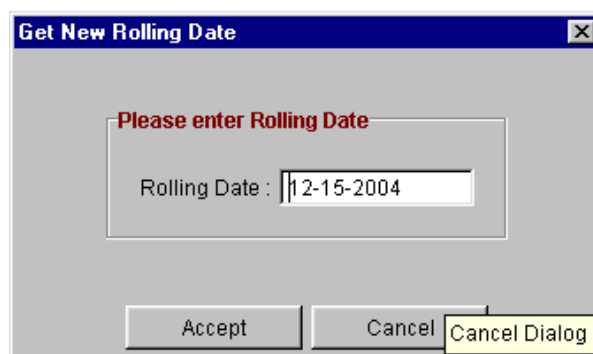
A dialog box titled "Get New Rolling Date" with a close button (X) in the top right corner. The main area contains the text "Please enter Rolling Date" in red. Below this is a text input field labeled "Rolling Date :" containing the date "12-15-2004". At the bottom are two buttons: "Accept" and "Cancel". The "Accept" button is highlighted with a yellow mouse cursor.

Your choice of rolling date will be confirmed.



A dialog box titled "SUCCESS" with a close button (X) in the top right corner. It features an information icon (i) on the left. The text "Rolling has been updated." is displayed in the center. At the bottom is an "OK" button.

If you change your mind, you can cancel the rolling date entry.



A dialog box titled "Get New Rolling Date" with a close button (X) in the top right corner. The main area contains the text "Please enter Rolling Date" in red. Below this is a text input field labeled "Rolling Date :" containing the date "12-15-2004". At the bottom are two buttons: "Accept" and "Cancel". The "Cancel" button is highlighted with a yellow mouse cursor.

REPORTS

The **REPORTS** option brings up the following screen:

Transportation Technician SBP - Reports

Window

Select Report: Compensation

Prints employee information based on market rate.

Search Criteria

Compensation Level : ☐ Contributing ☐ Journey(1) ☐ Journey(2) ☐ Advanced(1) ☐ Advanced(2) ☒ All

Cost Center (e.g., 150098) :

Cost Centers (e.g., 150098) : to

Market Rate : ☐ Above ☐ Below ☒ Both

Run Report Save To Excel Close

This feature allows the user to run reports on compensation, skill, demographics, or paths. All of these reports allow the user to choose between running the report (with subsequent printing) or sending the report information to an **Excel spreadsheet**.

EXCEL.

Please Select Directory and Enter Filename

Look in: C:\

Config.Msi
eclipse
Home
INSIGHT
jdk1.3.1_01
Program Files

File name:

Files of type: All Files (*.*)

Save Cancel

If the Excel spreadsheet button is selected, a window pops up requesting directory and file name for saving the report. After saving the file, Excel will be automatically called and will display your spreadsheet.

COMPENSATION REPORT.

The **compensation report** allows you to select one of several levels – or all of the levels. Cost center – or cost centers – information is not mandatory but can be used to limit the report. The market rate function determines which employees are above or below their recommended salary.

Transportation Technician SBP - Reports

Window

Select Report: **Compensation**

Prints employee information based on compensation level, cost center, and market rate.

Search Criteria

Compensation Level : ☐ Contributing ☐ Journey(1) ☐ Journey(2)
☐ Advanced(1) ☐ Advanced(2) ☒ All

Cost Center (e.g., 150098) :

Cost Centers (e.g., 150098) : to

Market Rate : ☐ Above ☐ Below ☒ Both

Run Report Save To Excel Close

The resulting report resembles the following figure.

http://207.4.62.125/dev60/cgi/wcpgi60.exe?TTCPUSER¶mform=no&report=ttcbp_compensation.rdl&P_SCHEMA=TTCPBP_UNIT&P_CBP_SCHEMA=CBP

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address http://207.4.62.125/dev60/cgi/wcpgi60.exe?TTCPUSER¶mform=no&report=ttcbp_compensation.rdl&P_SCHEMA=TTCPBP_UNIT&P_CBP_SCHEMA=CBP

Links Customize Links Free Hotmail Windows Media Windows The Java Tutorial Overview (Java 2 Platform SE v1.4.2)

Compensation Report
 NCDOT Transportation Technician SBP Database
 Search Criteria: Cost Center: 150000 to 150099; Market Rate: BOTH
 JAN-07-05 10:33 AM

Cost Center : 150011

| Name | Pr Nbr | Fund | Div | Position No. | Comp Level | Rec Sal | Cur Sal | Mkt Ref | Mkt Rate |
|-----------------|---------|------|-----|--------------------|-------------|-------------|-------------|-------------|----------|
| OLIVER, DANNY L | 1510160 | 0011 | 5 | 4220-0213-0000-378 | ADVANCED(1) | \$32,427.43 | \$25,567.00 | \$43,500.00 | BELOW |
| Total: 1 | | | | | | | | | |

Cost Center : 150034

| Name | Pr Nbr | Fund | Div | Position No. | Comp Level | Rec Sal | Cur Sal | Mkt Ref | Mkt Rate |
|--------------------|---------|------|-----|--------------------|-------------|-------------|-------------|-------------|----------|
| GRAY III, ADOLPH H | 1517114 | 0034 | 2 | 4220-0502-0105-002 | ADVANCED(2) | \$37,909.14 | \$20,998.00 | \$48,500.00 | BELOW |
| Total: 1 | | | | | | | | | |

Cost Center : 150042

| Name | Pr Nbr | Fund | Div | Position No. | Comp Level | Rec Sal | Cur Sal | Mkt Ref | Mkt Rate |
|--------------------|---------|------|-----|--------------------|-------------|-------------|-------------|-------------|----------|
| BULLOCK, SHANNON H | 1508466 | 0042 | 5 | 4240-0100-0000-011 | ADVANCED(1) | \$33,165.60 | \$23,097.00 | \$43,500.00 | BELOW |
| Total: 1 | | | | | | | | | |

Page 1 of 2

SKILL REPORT.

The **SKILL REPORT** prints employees that have been assigned the specific core or add-on skill, within the specified cost center and market rate.

Transportation Technician SBP - Reports

Window

Select Report: Skill

Prints employees that have been assigned the specific core or add-on skill, within the specified cost center and market rate.

Search Criteria

Skill :

Type : ☐ Core ☐ Add-On ☒ Both

Cost Center (e.g., 150098) :

Cost Centers (e.g., 150098) : to

Market Rate : ☐ Above ☐ Below ☒ Both

Run Report Save To Excel Close

The user must know the skill being sought. Cost center(s) information is not mandatory but is helpful in limiting the report. Market rate reflects the market value as defined by the set of core skills.

Skills Report

NCDOT Transportation Technician SBP Database

JAN-07-05 10:38 AM

Search Criteria: Skill: 4DS18A; Type: BOTH; Cost Center: 150000 to 159999; Market Rate: BOTH

Cost Center : 150042

| Name | Pr Nbr | Fund | Div | Position No. | Core / Addon | Rec Sal | Cur Sal | Mkt Ref | Mkt Rate |
|--------------------|---------|------|-----|--------------------|--------------|-------------|-------------|-------------|----------|
| BULLOCK, SHANNON H | 1509496 | 0042 | 5 | 4240.0100-0000-011 | CORE | \$33,165.60 | \$23,097.00 | \$43,500.00 | BELOW |
| Total: 1 | | | | | | | | | |

Cost Center : 150057

| Name | Pr Nbr | Fund | Div | Position No. | Core / Addon | Rec Sal | Cur Sal | Mkt Ref | Mkt Rate |
|---------------------|---------|------|-----|--------------------|--------------|-------------|-------------|-------------|----------|
| GAITHER, BILL DANNY | 1565556 | 0057 | 5 | 5987.8965-2145-698 | CORE | \$36,765.60 | \$51,000.00 | \$43,500.00 | ABOVE |
| Total: 1 | | | | | | | | | |

Report Total: 2

Page 1 of 1

DEMOGRAPHICS REPORT.

The **DEMOGRAPHICS REPORT** prints employee demographic information by compensation level, work unit, cost center, division, county, race, and gender.

The screenshot shows a window titled "Transportation Technician SBP - Reports". Inside, there is a "Select Report:" dropdown menu with "Demographics" selected. Below this, a text box states: "Prints employee demographic information by compensation level, work unit, cost center, division, county, race, and gender." Under the heading "Search Criteria", there are several input fields: "Compensation Level:" (dropdown), "Division:" (dropdown), "Work Unit:" (dropdown), "County:" (dropdown), "Cost Center (e.g., 150098):" (text), "Race:" (dropdown), "Cost Centers (e.g., 150098):" (text), "Gender:" (dropdown), and a "to:" (text) field. At the bottom, there are three buttons: "Run Report", "Save To Excel", and "Close".

The report can be filtered by compensation level:

This screenshot is similar to the previous one, but the "Work Unit:" dropdown menu is open, showing a list of options: "Advanced(1)", "Advanced(2)", "Contributing", "Journey(1)", and "Journey(2)". The other elements, including the window title, "Select Report:" dropdown, description text, "Search Criteria" fields, and bottom buttons, remain the same.

Or you can filter the report by work unit:

Transportation Technician SBP - Reports

Window

Select Report: **Demographics**

Prints employee demographic information by compensation level, work unit, cost center, division, county, race, and gender.

Search Criteria

Compensation Level: Division:

Work Unit: County:

Cost Center (e.g., 150098):

Cost Centers (e.g., 150098): to:

BM - Bridge Maintenance
C - Construction
DB - Division Bridge
DC - DDC

Run Report Save To Excel Close

http://207.4.62.125/dev60cgi/rwcgi60.exe?TTCBPUSER¶mform=no&report=tcbp_demographics.rdf&P_SCHEMA=TTCBP_UNIT&P_PARAMS=SkillLevelA - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address http://207.4.62.125/dev60cgi/rwcgi60.exe?TTCBPUSER¶mform=no&report=tcbp_demographics.rdf&P_SCHEMA=TTCBP_UNIT&P_PARAMS=SkillLevelA Go

Links Customize Links Free Hotmail Windows Media Windows The Java Tutorial Overview (Java 2 Platform SE v1.4.2)

100%

Demographics Report
NCDOT Transportation Technician SBP Database JAN-07-05 10:42 AM

Search Criteria: SkillLevel:A2; Unit:C; Cost Center: 150000 to 159999; Div:; County:; Race:; Sex:;

Cost Center: 150549

| Name | Pr Nbr | Position No. | Comp Level | Unit | Div | County | Race | Sex | Cur Sal | Rec Sal |
|------------|---------|--------------------|-------------|------|-----|--------|-------|------|-------------|-------------|
| ODOE, JOHN | 1503907 | 4250-0306-0111-369 | ADVANCED(2) | C | S | WAKE | WHITE | MALE | \$49,095.00 | \$36,744.00 |

Total: 1

Report Total: 1

Page 1 of 1

Done Internet

[PATHS REPORT.](#)

Transportation Technician SBP - Reports

Window

Select Report: Paths

Prints employees that have been assigned to the selected path.

Filter By Unit :

| Path Name | Position | Compensation Level | Unit | |
|-----------------|--------------------------------|--------------------|------|-----------|
| TT IV | Transportation Tech IV | Advanced(1) | DS | 4DS1A, 4 |
| TT IV | Transportation Tech IV | Advanced(1) | DS | 4DS7A, 4 |
| TT IV | Transportation Tech IV | Advanced(1) | DS | 4DS14A, 4 |
| TT IV | Transportation Tech IV | Advanced(1) | DS | 4DS18A, 4 |
| TT V | Transportation Tech V | Advanced(1) | DS | 5DS1, 5 |
| TT VI | Transportation Tech VI | Advanced(2) | C | 6DS1A, 6 |
| Testing Testing | Technical Trainer III | Journey(2) | C | 3BM4, 3C |
| UBMIII | Bridge Maintenance Inspector I | Contributing | BM | 3BM1, 3E |

Run Report Save To Excel Close

The **PATHS** report prints employees that have been assigned to the selected path.

Transportation Technician SBP - Reports

Window

Select Report: Paths

Prints employees that have been assigned to the selected path.

Filter By Unit :

| Path Name | Position | Compensation Level | Unit | |
|-----------------|--------------------------------|--------------------|------|-----------|
| TT IV | Transportation Tech IV | Advanced(1) | DS | 4DS1A, 4 |
| TT IV | Transportation Tech IV | Advanced(1) | DS | 4DS7A, 4 |
| TT IV | Transportation Tech IV | Advanced(1) | DS | 4DS14A, 4 |
| TT IV | Transportation Tech IV | Advanced(1) | DS | 4DS18A, 4 |
| TT V | Transportation Tech V | Advanced(1) | DS | 5DS1, 5 |
| TT VI | Transportation Tech VI | Advanced(2) | C | 6DS1A, 6 |
| Testing Testing | Technical Trainer III | Journey(2) | C | 3BM4, 3C |
| UBMIII | Bridge Maintenance Inspector I | Contributing | BM | 3BM1, 3E |

Run Report Save To Excel Close

Paths are filtered by unit. In this case, the Construction unit is chosen. The skill paths for this unit are shown. Select one of the paths.

Transportation Technician SBP - Reports

Window

Select Report: Paths

Prints employees that have been assigned to the selected path.

Filter By Unit : C

| Path Name | Position | Compensation Level | Unit | |
|-----------------|------------------------|--------------------|------|-----------------|
| TT VI | Transportation Tech VI | Advanced(2) | C | 6DS1A, 6DS1B, 6 |
| Testing Testing | Technical Trainer III | Journey(2) | C | 3BM4, 3C3, 3C4, |

Run Report Save To Excel Close

Transportation Technician SBP - Reports

Window

Select Report: Paths

Prints employees that have been assigned to the selected path.

Filter By Unit : C

| Path Name | Position | Compensation Level | Unit | |
|-----------------|------------------------|--------------------|------|-----------------|
| TT VI | Transportation Tech VI | Advanced(2) | C | 6DS1A, 6DS1B, 6 |
| Testing Testing | Technical Trainer III | Journey(2) | C | 3BM4, 3C3, 3C4, |

Run Report Save To Excel Close

After choosing a skill path, print the report. (The report will print to screen.)

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying the URL: http://207.4.62.125/dev60cgi/rwcgi60.exe?TTCBPUSER¶mform=no&report=print_employee_paths.rdf&P_PATH_ID=7+++&P_PATH_NAME=TT+VI&P_PA. The browser window displays a report titled "Employee Path Assignment" from the "NCDOT Transportation Technician SBP Database". The report is for "County = WAKE" and lists the following paths: 6DS1A, 6DS1B, 6DS1C, 6DS2, 6DS3A, 6DS3B, 6DS3C, 6DS4A, 6DS4B. The report shows a table with one employee, John O'Doe, and a total of 1 employee.

Page 1 of 1

County = WAKE

| County | Employee Name | Pr Nbr | Fund | Position No. | Title | Cur Sal | Rec Sal | Mkt Ref |
|--------|---------------|---------|------|--------------------|---------------------------|-------------|-------------|-------------|
| WAKE | O'DOE, JOHN | 1503907 | 0549 | 4250-0306-0111-369 | TRANSPORTATION TECH VI | \$49,095.00 | \$36,744.00 | \$48,500.00 |

Total Employees : 1